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Personnel

CHAPLAIN SERVICE AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Program*, and describes Chaplain Service awards presented to individuals and organizations in recognition of their outstanding service or contributions to the Chaplain Service. It explains award eligibility, nomination criteria and procedures for nomination, and winner selection.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at <https://webrims.amc.af.mil>.

1. Description of the Awards. This program is designed to enhance and expand individual and organizational recognition programs in support of Air Force policy to officially and publicly recognize outstanding achievement. All individuals and organizations that are submitted and meet the selection criteria will be considered. Award categories for nomination are listed in **Table 1**.

1.1. Outstanding Large Chapel Organization Award (Charles I. Carpenter Award). This award honors the late Chaplain, Major General Charles I. Carpenter, USAF (Retired), the first Air Force Chief of Chaplains.

1.1.1. The annual winner is selected as the outstanding large wing chapel staff, based on wing mission impact, management, training, customer satisfaction, ministries, and programs offered.

1.1.2. Eligible candidates are wing chapel staffs serving an active duty military population of 4,700 or greater.

1.2. Outstanding Medium Chapel Organization Award (Terence P. Finnegan Award). This award honors the late Chaplain, Major General Terence P. Finnegan, USAF (Retired), the second Air Force Chief of Chaplains.

1.2.1. The annual winner is selected as the outstanding medium-sized wing chapel staff, based on wing mission impact, management, training, customer satisfaction, ministries, and programs offered.

1.2.2. Eligible candidates are wing chapel staffs serving an active duty military population between 3,000 and 4,699.

1.3. Outstanding Small Chapel Organization Award (Robert P. Taylor Award). This award honors the late Chaplain, Major General Robert P. Taylor, USAF (Retired), the third Air Force Chief of Chaplains.

1.3.1. The annual winner is selected as the outstanding small chapel staff, based on wing mission impact, management, training, customer satisfaction, ministries, and programs offered.

1.3.2. Eligible candidates are chapel staffs serving an active duty military population fewer than 3,000.

1.4. Outstanding Company Grade Chaplain Award (Edwin R. Chess Award). This award honors the late Chaplain, Major General Edwin R. Chess, USAF (Retired), the fourth Air Force Chief of Chaplains.

1.4.1. The annual winner is an officer selected as the outstanding company grade chaplain, based on leadership and job performance, significant self-improvement, and base or community involvement.

1.4.2. Eligible candidates meet Air Force standards and are active duty chaplains serving in the grade of captain or below as of 31 December of the year for which the award is given.

1.5. Outstanding Reserve Chaplain of the Year Award (Thoralf T. Thielen Award). This award honors the late Chaplain, Major General Thoralf T. Thielen, USAFR (Retired), the first reserve chaplain to obtain general officer rank.

1.5.1. The annual winner is an officer selected as the outstanding Reserve chaplain, based on training accomplishments or contribution to mission support; exhibition of leadership in contributing to civic, cultural, or professional activities in the military or civilian community; and enrollment in off-duty programs of professional self-improvement.

1.5.2. Eligible candidates meet Air Force standards and are Category A and Category B chaplains serving in the Air Reserve.

1.6. Outstanding Air National Guard Chaplain of the Year Award (Samuel Stone Award). This award honors the late Chaplain Samuel Stone who was the first recorded chaplain to serve in the militia of Colonial America.

1.6.1. The annual winner is an officer selected as the outstanding Air National Guard (ANG) chaplain, based on training accomplishments or contribution to mission support; exhibition of leadership in contributing to civic, cultural, or professional activities in the military or civilian community; and enrollment in off-duty programs of professional self-improvement.

1.6.2. Eligible candidates meet Air Force standards and are chaplains serving in the ANG.

1.7. Outstanding Chaplain Assistant Senior NCO of the Year Award (Gerrald Cullins Award). This award honors the late Chief Master Sergeant Gerrald Cullins, USAF (Retired), the first Senior Enlisted Manager of the Air Force Chaplain Service.

1.7.1. The annual winner is the active duty senior non-commissioned officer (NCO) selected as the outstanding chaplain assistant senior NCO of the year, based on leadership and job performance, significant self-improvement, and base or community involvement.

1.7.2. Eligible candidates meet Air Force standards and are active duty chaplain assistants who are serving in the grade of senior master sergeant or master sergeant as of 31 December of the year for which the award is given.

1.8. Outstanding Chaplain Assistant NCO of the Year Award (Charles R. Meier Award). This award honors Chief Master Sergeant Charles R. Meier, USAF (Retired), the second Senior Enlisted Manager of the Air Force Chaplain Service.

1.8.1. The annual winner is the active duty NCO selected as the outstanding chaplain assistant NCO of the year, based on leadership and job performance, significant self-improvement, and base or community involvement.

1.8.2. Eligible candidates meet Air Force standards and are active duty chaplain assistants who are serving in the grade of technical sergeant or staff sergeant as of 31 December of the year for which the award is given.

1.9. Outstanding Chaplain Assistant Airman of the Year Award (Richard C. Schneider Award). This award honors Chief Master Sergeant Richard C. Schneider, USAF (Retired), the third Senior Enlisted Manager of the Air Force Chaplain Service.

1.9.1. The annual winner is the active-duty Airman selected as the outstanding chaplain assistant of the year, based on leadership and job performance, significant self-improvement, and base or community involvement.

1.9.2. Eligible candidates meet Air Force standards and are active duty chaplain assistants who are senior airman and below as of 31 December of the year for which the award is given.

1.10. Outstanding Reserve Chaplain Assistant of the Year Award (Citizen Airman Award). The award is presented annually to a member of the Category A or Category B Air Reserve Component selected as the outstanding chaplain assistant of the year.

1.10.1. Selection is based on demonstrated superior initiative, technical skill, training accomplishments or contribution to mission support; exhibition of leadership qualities in contributing to civic, cultural, or professional activities in the military or civilian community; and enrollment in off-duty programs of professional self-improvement.

1.10.2. Eligible candidates meet Air Force standards and are Category A and Category B chaplain assistants serving in the Air Reserve.

1.11. Outstanding Air National Guard Chaplain Assistant of the Year Award (Minuteman Award). The award is presented annually to the member of ANG selected as the outstanding chaplain assistant of the year.

1.11.1. Selection is based on demonstrated superior initiative; technical skill; training accomplishments or contribution to mission support; exhibition of leadership qualities in contributing to civic, cultural, or professional activities in the military or civilian community; and enrollment in off-duty programs of professional self-improvement.

1.11.2. Eligible candidates meet Air Force standards and are chaplain assistants serving in the ANG.

1.12. **Chaplain Service Civilian of the Year Award.** The award is presented annually to recognize the outstanding civilian worker employed in the Chaplain Service.

1.12.1. Selection is based on demonstrated superior initiative in leadership and job performance, significant self-improvement, and contributing to civic, cultural, or professional activities in the military or civilian community.

1.12.2. Eligible candidates are all paid civilian workers part-time and full-time within the Chaplain Service.

1.13. **Special Service Award (Spirit of The Four Chaplains Award).** This award, honoring the Four Chaplains of the WWII USAT Dorchester, encourages service before self and celebrates the Air Force's religious diversity.

1.13.1. The award recognizes exceptionally worthy performance by Air Force members or outstanding contributions to the Air Force Chaplain Service.

1.13.2. The award may be presented to any military member or civilian.

Table 1. Award Categories:

TITLE OF AWARD	ELIGIBILITY	MAJCOM	AF/HCX
		Suspense	Suspense
Charles I. Carpenter Award	Large AD chapel > 4,700	1 Feb	1 Mar
Terence P. Finnegan Award	Medium AD chapel 3,000-4,699	1 Feb	1 Mar
Robert P. Taylor Award	Small AD chapel < 3,000	1 Feb	1 Mar
Edwin R. Chess Award	AD company grade chaplain	1 Feb	1 Mar
Thoralf T. Thielen Award	Any Cat A or B ARC chaplain	1 Feb	1 Mar
Samuel Stone Award	Any ANG chaplain	1 Feb	1 Mar
Gerrald Cullins Award	AD chaplain assistant Senior NCO	1 Feb	1 Mar
Charles R. Meier Award	AD chaplain assistant NCO	1 Feb	1 Mar
Richard C. Schneider Award	AD chaplain assistant Airman	1 Feb	1 Mar
Citizen Airman Award	Any Cat A/B ARC chaplain assistant	1 Feb	1 Mar
Minuteman Award	Any ANG chaplain assistant	1 Feb	1 Mar
Chaplain Service Civilian of the Year Award	Any paid civilian worker	1 Feb	1 Mar
Spirit of The Four Chaplains Award	Individual contributing to CS mission	1 Feb	1 Mar

2. Nomination Submissions. Award period is 01 January – 31 December

2.1. Major commands (MAJCOMs) and direct reporting units (DRUs) will establish their own procedures for selecting their nominees.

2.1.1. Active duty wings submit nominations to their respective MAJCOMs in accordance with MAJCOM procedures. Each MAJCOM and DRU may submit one nomination per award to HQ USAF/HCX. For all awards emphasize the nominee's accomplishments and how these accomplishments impacted the Chaplain Service mission.

2.2. The nomination packages will be forwarded electronically to HQ AF/HCX consisting of :

2.2.1. Nomination Form. Submit an AF Form 1206 (one page).

2.2.1.1. When preparing award nominations list the nominee's accomplishments in bullet format using the award criteria set out in the description of each award.

2.2.1.2. Highlight the headings in bold face. See [Attachment 2](#) and [Attachment 3](#) for a format sample.

2.2.1.3. The final line of the AF Form 1206 will have a statement certifying the individual meets Air Force standards.

2.2.2. Endorsements. Type the name of the Wing commander or equivalent in the block of the AF Form 1206 entitled "Rank/Name of Unit Commander." The commander signs the form. Attach a signed endorsement memo from the commander or equivalent.

2.2.3. Biographical Sketch. Submit a biographical sketch not to exceed one page. See [Attachment 3](#) for a format sample.

3. Nomination Processing:

3.1. When evaluating a nomination at any level of competition, consider the nominee's performance during the calendar year for which the award is given. MAJCOM/DRU HCs should ensure that honorees are accorded command-wide recognition.

3.2. MAJCOMs and DRUs may forward no more than one nomination package for each award to HQ USAF/HCX, 112 Luke Ave, Bolling AFB, Washington, D.C. 20032-9050. The suspense for all nominations is 1 March.

3.2.1. Send nominations for the Air Reserve Component awards to HQ AFRC/HC, 255 Richard Ray Blvd., Robins AFB, GA 31098-1661. AFRC/HC makes the selection and forwards award winners' packages to HQ USAF/HCX.

3.2.2. Process nominations for ANG awards through individual state headquarters to the NGB/HC, 1411 Jefferson Davis Highway, Arlington VA 22202-3231. The Director, NGB/HC makes the selection and forwards award winners' packages to HQ USAF/HCX.

3.3. Candidates for these awards may also be nominated or selected for any award not established by this regulation.

4. Selection Process

4.1. A board will select Air Force level winners in all categories. HQ USAF/HCX will coordinate the board each year. The board members will consist of no less than 3 individuals selected from other than

Chaplain Service personnel. A Chaplain Service member in a non-voting status will chair the board. A nonvoting recorder from the Chaplain Service will provide administrative and technical assistance to the board.

4.2. Names of selected winners will be sent to HQ USAF/HCX. HQ USAF/HC will announce winners via AF messaging system.

5. Air Force Recognition Ribbon

5.1. Recipients of individual awards are authorized to wear the Air Force Recognition Ribbon in accordance with AFI 36-2805, paragraph 1.8.1.2.

5.2. Civilian recipients for the Special Service Award (The Spirit of The Four Chaplains Award) are authorized to wear the Air Force Recognition lapel pin in accordance with AFI 36-2805, paragraph 1.8.1.3.

6. Withdrawal of an Award. The Chief of Chaplains may withdraw an award after the selection and prior to its presentation if it is determined that actions by the member have discredited the award in such a way that presentation of the award would bring dishonor to the Chaplain Service.

7. Forms Adopted. This publication adopts AF Form 1206, Nomination for Award, as referenced in AFD 36-28, *Awards and Decorations Program*.

CHARLES C. BALDWIN
Chaplain, Major General, USAF
Chief of Chaplains

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations Program*

AFMAN 37-123, *Management of Records*

Abbreviations and Acronyms

AD—Active Duty

AFI—Air Force Instruction

AFRC—Air Force Reserve Command

ANG—Air National Guard

ARC—Air Reserve Component

CS—Chaplain Service

DRU—Direct Reporting Unit

MAJCOM—Major Command

NCO—Noncommissioned Officer

NGB—National Guard Bureau

RDS—Records Disposition Schedule

USAFR—United States Air Force Reserve

USAF—United States Air Force

Attachment 2**SAMPLE NOMINATION PACKAGE FOR INDIVIDUAL AWARDS**

The following are example entries for AF Form 1206:

AWARD. Name of individual award, i.e. Richard C. Schneider Award

CATEGORY. Chaplain, SNCO, NCO, Airman, Civilian

AWARD PERIOD. 1 January-31 December

RANK/NAME OF NOMINEE through **RANK/NAME OF UNIT COMMANDER.** Self-explanatory

Specific Accomplishments. Use the following categories with bullet-formatted sentences for inputs (one page).

LEADERSHIP AND JOB PERFORMANCE

- Expert Readiness Manager--ensured eight active duty and four reserve Chaplain Service personnel exceeded readiness training and requirements; successfully deployed three personnel

SIGNIFICANT SELF-IMPROVEMENT

- Driven to improve--graduated May of 2003 with a Bachelor's of Science in Social Psychology--3.7 GPA

BASE OR COMMUNITY INVOLVEMENT

- Served as committee chairperson for Special Olympics; organized events for over 100 participants

COMPLIANCE WITH STANDARDS

- I certify the nominee for this award meets Air Force standards

Attachment 3**SAMPLE NOMINATION PACKAGE FOR TEAM AWARDS**

The following are example entries for the AF Form 1206:

AWARD. Name of the Award e.g., Charles I. Carpenter Award

CATEGORY. Large Chapel, Medium Chapel, Small Chapel

AWARD PERIOD. 1 January-31 December

RANK/NAME OF NOMINEE. Name of Chapel

SSN. Leave blank

MAJCOM, FOA, DRU. Self-explanatory

DAFSC/DUTY TITLE. Leave blank

NOMINEE'S TELEPHONE through **RANK/NAME OF UNIT COMMANDER.** Self-explanatory

Specific Accomplishments. Use the following categories with bullet-formatted sentences for inputs (one page).

IMPACT ON WING MISSION

- Chaplains embedded into wing--Commanders and First Sergeants note proactive care--"HC is known/involved," 123 AW/CC

MANAGEMENT

- Superbly managed the relocation of all Chaplain Service activities during six-month renovation of chapel facility; zero programs were canceled and all worship services continued without interruption

TRAINING

- Developed quarterly comprehensive lay training sessions to empower lay volunteers; resulted in a 15 percent increase in time available for unit visitation and counseling

CUSTOMER SATISFACTION

- Received a "4" rating, with five the highest possible, during the annual customer satisfaction survey of unit personnel, parishioners, and Commanders and First Sergeants; resulted in a full point increase from last year's survey results

MINISTRIES AND PROGRAMS OFFERED

- The Coffeehouse serves as an alternative to the local nightlife and offers fellowship, food, entertainment to over 200 singles per weekend; resulted in a 10 percent decrease in alcohol-related incidents since the first meeting

Attachment 4**(SAMPLE - BIOGRAPHY)**

SENIOR AIRMAN JOHN Q. DOE

123-45-6789

AFSC: 5R051, Chaplain Assistant

Senior Airman John Q. Doe is a Chaplain Assistant assigned to 123rd AW/HC, Jones Air Force Base, Texas. He is 22 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1980. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 2000 and arrived at Lackland AFB, Texas, in October 2000 for basic training. Upon graduation and completion of his technical training school at Maxwell AFB, Alabama, he was assigned to his present duty station, arriving in January 2001. Since arriving at Jones AFB, he has served in a variety of positions, including chapel facility manager and Individual Mobilization Augmentee training monitor. Airman Doe is an active member of the Big Brothers Association and assisted in the base annual Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, and is working toward a Bachelor's Degree in Business Administration.

NOTE:

Single-space the narrative portion of the biography. Double-space between name, SSN, and AFSC.